Guidelines for Board Members Serving as Liaisons to ICANN Community Groups
31 May 2021

Based on the input received from both Community members as well as Board members, a proposed set of guidelines for Board Members serving as Liaisons to ICANN Community Groups has been developed (see below). These guidelines were reviewed first by the Board Governance Committee, which then recommended them to the ICANN Board.

Note: apart from section 1, these guidelines are also expected to apply to the functioning of a Board member who is as an appointed member as a Board Liaison to a Specific Review Team as outlined in section 4.6 Specific Reviews of the ICANN Bylaws.

1. **Determining whether a Board Member should be appointed as Liaison to a Community Group**

   1.1. Chartering Organizations [1] may consult with the ICANN Board to consider whether a Board member serving as liaison(s) to a particular community group is deemed beneficial. For example, if it concerns issues that are likely to come before the Board for review, approval, action and/or funding, as well as any process that has implications for the manner in which the ICANN community makes decisions and where the ICANN Board may have oversight responsibilities.

   1.2. The ICANN Board may also indicate to a Chartering Organization during the chartering process if it believes that the appointment of a liaison(s) from the Board is beneficial.

   1.3. A liaison(s) is only appointed if the charter of a certain project is deemed to warrant it and foresee such an appointment.

   1.4. The liaison(s) would act in accordance with these guidelines, unless the ICANN Bylaws dictate differently.

2. **Appointment of a Board Member as Liaison to a Community Group**

   2.1. The Board will identify a liaison(s) using its normal processes and procedures. If specific criteria or characteristics are identified in the group's charter, the Board is expected to take this into account when identifying a liaison(s). It is suggested that typically a minimum of two Board members be appointed liaisons to a Community Group.

   2.2. The Board will confirm to the Chartering Organization the name(s) of the liaison(s) as soon as possible. If it is not possible to confirm the liaison(s) prior to the start of the

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[1] A chartering organization(s) is considered to be the Supporting Organization (SO) or Advisory Committee (AC) which approves a charter that defines the rules, procedures, goals and objectives for a particular working group.

project, the Board will endeavor to communicate this to the Chartering Organization together with a date by which the liaison(s) is expected to be confirmed.

3. Role of a Board Member as Liaison

3.1 The Board Member as liaison is an interface between the Community and the Board on a certain topic and in a given Community Group. The liaison is expected to:

3.1.1   Keep the Board/caucus informed of the progress of the project the liaison has been appointed to. In the event that the Board forms a Board Caucus to follow development in a particular process, the Board Liaison may be asked to head that group. A process for regular communication between the Board liaison and the ICANN Board/Board Caucus is expected to be in place. This could be in the form of written or oral updates at set times or meetings.

3.1.2.   Identify any potential challenges that could be mitigated by the ICANN Board or could pose challenges in meeting the timeline or objectives that could impact the Board's planning (early warning).

3.1.3.   Convey any formal or informal Board input that is intended to help inform the deliberations of the respective project, either at the request of the project or at the direction of the ICANN Board. This would also include providing factual information (correcting misinformation).

3.1.4.   Indicate in a timely manner if recommendations are unlikely to be approved by the ICANN Board, without attempting to dictate a preferred outcome.

The charter of a project or the ICANN Bylaws may include further direction with regards to the expectations for the Board liaison's participation as this may not be identical for each project. However, any such direction in the charter of a project should be agreed to by the ICANN Board.

4. Participation of a Board Member as Liaison

4.1.   The Board Member as liaison is expected to adhere to the following guidelines while performing the role of liaison:

4.1.1.   When intervening, the liaison must clearly state whether they are speaking on behalf of the ICANN Board.

4.1.2.   If the liaison deems it appropriate to share knowledge or expertise that may help inform the deliberations, he or she may do so but clearly stating that this a personal viewpoint that is being shared.

4.1.3.   The liaison will NOT participate in any type of consensus call or decisions unless indicated differently in the ICANN Bylaws or the project

charter.

4.2. The liaison(s) must communicate any Board input, in a timely manner, recognizing that developing Board input does require time and consultation.

4.3. The liaison(s) is expected to communicate expected timing of Board input as soon as possible so that the respective project team can factor this into their planning. Any changes to the planning of the project team are also expected to be communicated to the Board as soon as known.

Functioning of a Board Member as Liaison

4.4.   Should there be any concerns about a Board Member as liaison(s) not actively participating or not performing the role, the project chair(s) should raise such concerns with the liaison(s) so that these concerns can be remediated in a timely manner. If the matter cannot be resolved satisfactorily, the project chair(s), in such exceptional circumstances , may request an opportunity to discuss the situation with the Board Chair or the Chair's designated representative.

Periodic Review

4.5. These guidelines are intended to function as an ongoing document, to be revised as best practices continue to be learned. To that end, it is recommended that these principles be reviewed periodically and updated as needed.